

# M S P



## MANAGERIAL SELECTION PROCESS

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

**CLASSIFICATION: SUPERVISING TRANSPORTATION PLANNER**

**POSITION TITLE: CHIEF, OFFICE OF STATE PLANNING**

**SALARY: \$6779 - \$7474**

**LOCATION: HEADQUARTERS - SACRAMENTO**

**FINAL FILING DATE: FEBRUARY 13, 2012**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation Planning (DOTP), the Chief, Office of State Planning, plans, organizes and directs the work of the Office of State Planning and provides program guidance to the districts. The incumbent oversees and manages the State's planning program, including updates of the California Transportation Plan; the Caltrans' State Planning and Research Program (SPR, Part 1), which funds the majority of Caltrans' planning positions and activities throughout the State. Manages the planning, policy and system information research program; the transportation planning grant program; and oversees strategic planning for DOTP and the Planning program. The incumbent is responsible for resolving the most difficult and complex State planning issues that span many levels of government. Assignments can be highly sensitive which requires contact with the Business, Transportation and Housing Agency (BTH), Federal Highway Administration (FHWA), and top-level managers of Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), and other public and private sector agencies.

Responsibilities include:

- Manage and oversee Caltrans' State Planning Program which includes developing and updating the California Transportation Plan; developing and implementing policies, strategies, and guidance in response to federal and state legislation and regulations; and managing studies and taskforces to identify opportunities to optimize the State's planning activities.
- Oversees Caltrans' State Planning and Research Program (SPR, Part 1), which includes providing strategic leadership, direction, and guidance for managing the SPR, Part 1 program, including transportation planning special studies.
- Manages the planning, policy and system information research program. Activities include providing leadership, direction and guidance of the program; coordinating with the Division of Research and Innovation (DRI) on all aspects of planning, policy and system information research; representing the Division Chief on the Caltrans' research steering and advisory committees.
- Provides leadership, direction and guidance to have a coordinated, efficient and effective Transportation Planning grant program.
- Oversees strategic planning for DOTP and the Planning program. Activities include providing leadership, direction and guidance to have an effective strategic planning program that provides vision, goals, objectives, strategies and actions for all planning activities in Caltrans.
- Manages office issues related to organization, scheduling, training, staff development, performance evaluation, safety and specific personnel issues.
- Coordinates DOTP response to BTH and top management special assignments and information requests on issues related to the Office of State Planning.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

**Experience:** Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **And**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

**Ability to:** Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of Caltrans, the Division of Transportation Planning and policy issues facing the Division and specifically issues related to the Office of State Planning programs.
- Demonstrated broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
- Demonstrated knowledge of budget processes, workload development and resource management.
- Demonstrated knowledge and experience with Caltrans' project management and programming processes.
- Demonstrated ability to effectively develop and lead multi-disciplinary teams.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated knowledge and experience applying federal and state transportation planning law, regulation, process, and policy to carry out transportation programs and program elements, including the roles of regional transportation planning agencies, other transportation agencies, and local government.
- Demonstrated knowledge and experience of transportation financing resources, program and grant management at the federal, state local and private levels for all transportation modes and services.
- Demonstrated ability to work with other Caltrans Districts/Divisions, and federal, state, regional and local agencies, and advocacy and advisory groups.
- Demonstrated ability to effectively develop a strategic planning program that provides vision, goals, objectives, strategies, and actions for all planning activities in Caltrans.
- Demonstrated knowledge and experience managing planning, policy and system information research program.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 12MSP03**.
- No faxed or e-mailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **FEBRUARY 13, 2012**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (12MSP03)  
1727 30<sup>th</sup> Street, MS-90  
Sacramento, CA 95816**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857 for assistance.

**For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.**